

DD/A Registry 78-42741
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MEMORANDUM FOR: Deputy Director for Operations  
 Deputy Director for Science and Technology  
 Deputy Director for National Foreign  
 Assessment Center

FROM : Michael J. Malanick  
 Acting Deputy Director for Administration

SUBJECT : Handwritten Corrections on Headquarters  
 Originated Cables and Telepouches

1. The electrical dissemination of cable traffic to our Agency facilities throughout the world is a vital factor in our overall efforts at gathering and disseminating intelligence. Speed is of utmost importance and in this age of computers, satellites, and high-speed circuitry, it is conceivable that once a message has been delivered to the Cable Secretariat, delivery can be accomplished to almost any station in our network within a matter of minutes.

2. An integral part of our communications network is the Optical Character Reader (OCR) located in the Headquarters Signal Center. The OCR is programmed to scan and process a typewritten message page in six seconds! With  Headquarters cables and telepouches originated daily, the importance of the OCR is most apparent. Unfortunately, we are not reaping the full benefits of the OCR because approximately 60% of all cables and telepouches delivered to the Cable Secretariat contain handwritten corrections. Each correction must be inserted by an OCR operator, thus negating the speed of service offered by the OCR. As a consequence, there is a corresponding increase in the processing time for all cables and telepouches.

3. It is recognized that there are occasions when a handwritten correction is necessary rather than a complete retype. Although these occasions should be rare, they are

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more the norm. It behooves all of us to make a concerted effort to reduce, and to subsequently eliminate, handwritten corrections on what is purportedly a finished product. Your cooperation is requested in trying to achieve this goal. It would be appreciated if you would make all cable originators, coordinators and releasing officers within your Directorate aware that each handwritten correction on a cable or telepouch increases the processing time in the Signal Center. Multiplied by the [ ] messages received daily with handwritten corrections, the delays are significant and we all suffer.

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ORIGINATOR:

Michael J. Malanick

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Date

Director of Communications

Distribution:

Orig - DDO  
1 - DDS&T  
1 - NFAC  
~~2~~ - DDA